



**METROPOLITAN
TRANSPORTATION
COMMISSION**

Agenda Item 2a

Joseph P. Bort MetroCenter
101 Eighth Street
Oakland, CA 94607-4700
TEL 510.817.5700
TTY/TDD 510.817.5769
FAX 510.817.5848
EMAIL info@mtc.ca.gov
WEB www.mtc.ca.gov

Amy Rein Worth, Chair
Cities of Contra Costa County

Dave Cortese, Vice Chair
Santa Clara County

Alicia C. Aguirre
Cities of San Mateo County

Tom Azumbrado
U.S. Department of Housing
and Urban Development

Tom Bates
Cities of Alameda County

David Campos
City and County of San Francisco

Bill Dodd
Napa County and Cities

Dorene M. Giacomini
U.S. Department of Transportation

Federal D. Glover
Contra Costa County

Scott Haggerty
Alameda County

Anne W. Halsted
San Francisco Bay Conservation
and Development Commission

Steve Kinsey
Marin County and Cities

Sam Liccardo
San Jose Mayor's Appointee

Mark Luce
Association of Bay Area Governments

Jake Mackenzie
Sonoma County and Cities

Joe Pirzynski
Cities of Santa Clara County

Jeann Quan
Oakland Mayor's Appointee

Bijan Sartipi
State Business, Transportation
and Housing Agency

James P. Spering
Solano County and Cities

Adrienne J. Tissier
San Mateo County

Scott Wiener
San Francisco Mayor's Appointee

Steve Heminger
Executive Director

Ann Flemer
Deputy Executive Director, Policy

Andrew B. Fremier
Deputy Executive Director, Operations

ADMINISTRATION COMMITTEE

March 5, 2014
MINUTES

Attendance

Committee Chair Tissier called the meeting to order at approximately 9:46 a.m. Committee members present were: Committee Vice Chair Wiener, Commissioners Bates, Quan and Sartipi. Commission Chair Worth was present as an Ex-Officio voting member. Other Commissioners present as ad hoc non-voting members of the Committee were: Aguirre, Giacomini, Haggerty, Halsted, Kinsey, Mackenzie and Spering.

Item 2: Consent Calendar:

Upon the motion of Commissioner Bates and the second of Commission Chair Worth, the following items on the Consent Calendar were approved unanimously.

Item 2a: Minutes

The Committee received and approved as written the meeting minutes of February 12, 2014.

Item 2b: Monthly Financial Statements

The Committee received the following monthly financial reports for the month of January: Report of Operating Income for FY 2013-14 as of January 2014; Report of Operating Expenditures for FY 2013-14 as of January 2014; Report of Capital Budgets for FY 2013-14 as of January 2014; Report of Life to Date Federal Grants Budget as of January 2014; Report of Clipper® Operating and Capital Budgets as of January 2014; Disbursement Report as of January 2014; Capital Projects Disbursement Report as of January 2014; and Clipper Projects Disbursement Report as of January 2014. For the month of January, the monthly financial report listed three (3) purchase orders executed by the Executive Director in the amount of \$100,000 and under, eleven (11) purchase orders executed by the Executive Director between \$2,500 and \$55,000 and three (3) contracts executed by the Executive Director between \$2,500 and \$100,000.

The Committee also received a comparison of the budget vs. actual plus encumbrances, including salaries and benefits through January 2014.

Item 2c: Investment Report

The Committee received the Investment Report for the month of January 2014.

Item 3: Pool for Auditing, Attestation and Consulting Services (\$300,000)

- i. Badawi & Associates, Oakland, CA
- ii. KPMG LLP, San Francisco, CA
- iii. Macias Gini & O'Connell LLP, Walnut Creek, CA
- iv. Williams, Adley & Company – CA, LLP, Oakland, CA

Debbie Atmaja, MTC Finance staff, requested approval of the four firms listed above to form a prequalified pool of firms to provide auditing, attestation and consulting services for a five-year period, with up to two one-year extensions, in cumulative annual amounts not to exceed \$300,000.

Commissioner Quan asked for clarification regarding MTC's attempts to include low and under-represented firms in the audit RFQ process. Brian Mayhew, MTC CFO, responded that the RFQ is prepared based on the general needs of the project and all firms, local and/or national are allowed to respond. MTC attempts to focus on local firms when feasible and explained that all firms must qualify under Government Auditing Standards (Yellow Book) Practice Aids and Tools, state standards and be qualified to certify Transportation Development Act (TDA) pools.

Upon the motion of Commission Chair Worth and the second of Commissioner Bates, the Committee unanimously agreed to authorize the Executive Director or his designee to negotiate and enter into contracts with the above four firms in annual cumulative amounts not to exceed \$300,000, to perform assurance, audit and consulting services for MTC, MTC SAFE, BATA, BAIFA and BAHA on an as-needed basis from July 1, 2014 through June 30, 2019, with the option on the part of MTC to extend contracts for up to two additional one-year terms, and the Chief Financial Officer was directed to set aside funds in the amount of \$300,000 for such contracts for FY 2014-15, subject to annual agency budget approval, funds for future fiscal years also being subject to the agency budgetary approval process.

Item 4: Other Business/Public Comment/Adjournment

There being no further business or public comment, the meeting was adjourned at approximately 9:52 a.m. The next Committee meeting date will be on April 9, 2014 at 9:35 a.m. in the Lawrence D. Dahms Auditorium, 101 Eighth Street, Oakland, CA.